

DETAILED LESSON OUTLINE

COURSE:	Intelligence Specialist
UNIT:	1-The Dispatch/Coordination System and the Intelligence Function - Roles and Responsibilities
SUGGESTED TIME:	1-1/2 hours
TRAINING AIDS:	White board, overhead projector, screen, viewgraphs, samples of status display materials (see unit outline)
OBJECTIVE(S):	<p>Upon completion of this unit, the trainee will:</p> <ul style="list-style-type: none">– Describe the role of the Intelligence function within the dispatch/coordination organization.– Describe the main duties and products of the Intelligence section.– List the reference materials needed.– List the Intelligence section points of contact.– List the questions that need to be answered before going to work.

NOTE TO INSTRUCTOR: As Intelligence reporting requirements and formats are always changing, check to make sure handouts are the most recent versions. Replace as necessary.

Outline	Aids & Cues
I. Present Unit Objectives.	01-01- -VG
II. The Dispatch Organization	
<p data-bbox="212 359 764 394">A. Dispatch Organization/Functions</p> <p data-bbox="264 432 1187 611">When additional support is needed for large incidents at the local level, the dispatch organization is usually split into 2 separate functions. An “Expanded Dispatch” is set up to support the large incident(s) while the existing Initial Attack Dispatch continues to handle new fires.</p> <p data-bbox="264 653 1203 758">The “Expanded Functions” include Crews, Overhead (Personnel), Equipment, and Supplies. The dispatchers working these desks process requests for the resources needed to support the incident.</p> <p data-bbox="264 800 1166 978">The Aircraft function coordinates with the Expanded Dispatch to support their logistical support needs (transport of personnel, crews, supplies, etc.). They also work with the Initial Attack Dispatch to fill the tactical aircraft needs of new fires (airtankers, etc.).</p> <p data-bbox="264 1020 1198 1230">Like the Aircraft desk, the Intelligence desk also coordinates with both the Expanded and Initial Attack Dispatches, gathering information from and sharing it with both entities. The Intelligence section deals with 3 primary types of information: situation, resource status, and weather/fuels. In a large organization, these subject areas may be split into separate desks.</p> <p data-bbox="264 1272 1187 1377">With the exception of Initial Attack, these same functional areas are also present at the geographic area and national levels of the dispatch/coordination organization.</p>	01-02- -VG
<p data-bbox="212 1419 1179 1455">B. National/Geographic Area Coordination Center Organization</p> <p data-bbox="264 1493 1187 1640">Geographic Area Coordination Centers (GACCs) are responsible for coordinating the mobilization of resources into and out of their geographic areas. They are the focal points for internal and external requests for resources not filled at the local level.</p> <p data-bbox="264 1682 1214 1787">GACCs also collect and distribute information on incidents occurring within their geographic areas. There are 11 GACCs, one for each of the geographic areas.</p> <p data-bbox="264 1829 1179 1934">The National Interagency Coordination Center (NICC), located in Boise, ID, coordinates resource movements and prioritization of incidents among the 11 geographic areas.</p>	01-03- -VG

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<p>C. The Dispatch/Coordination System</p> <p>This viewgraph illustrates the various levels of the dispatch/coordination system. Information on the incident and requests for resources to support it both move through the local dispatch center to the appropriate GACC. From there, the resource requests can be sent to other dispatch centers within the geographic area, to neighboring GACCs (with existing agreements), or to NICC. Similarly, information on the incident is shared at the various levels of the organization. It becomes less detailed as it travels upward, presenting a broader view of the situation.</p>	<p>01-04- -VG</p>
<p>D. The Intelligence Role</p> <p>The Intelligence section is the focal point for gathering, analyzing, and distributing information – you have the power to make sure everyone is better informed about what is happening, as well as what is expected to happen. Your job is to give everyone the information they need to make difficult decisions.</p> <p>In a busy season, there is intense competition for resources. Timely, accurate reporting of Intelligence information is the key to getting the resources to where they are needed the most.</p>	<p>01-05- -VG</p> <p>01-06- -VG</p>
<p>E. Decision Support Exercise (15 minutes)</p> <p><i>You and the other the students at your table are a local Multi-Agency Coordinating (MAC) Group comprised of local agency fire managers. You have multiple fires and not enough resources to go around. Brainstorm within your group and come up with a list of questions or pieces of information you need to make decisions on using the resources you have most effectively. You will need to pick a spokesperson to present your list to the group. Write your questions on the flip chart by your table.</i></p> <p>Review students' responses. Sample questions could include: size, threats (structures, resources), what is fire doing (type of fuels, fire behavior, control problems), what is already there (resources), critical needs, weather outlook and social/economic/political impacts.</p>	<p>01-07- -VG</p>
<p>F. Sources of Intelligence</p> <p>Now that we have a better idea of what information is needed, let's look at some of the tools and sources we have to gather it.</p>	<p>01-08- -VG</p>

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<ol style="list-style-type: none"> <li data-bbox="269 216 1203 394">1. ICS-209 - The most important information product you'll get from the incident is the Incident Status Summary, or ICS-209. If completed accurately, this 2-page form will give you most of the information you need. We will cover the ICS-209 in depth in the next unit. <li data-bbox="269 436 1203 800">2. Fire Information/News Releases - The Fire Information section at the incident produces news releases on a regular time schedule to keep the public and media informed. These can be a valuable source of information dealing with the "human interest" side of the incident (evacuations, closures, social/economic impacts, etc.). Just be aware that the ICS-209 is the official story, approved by the Incident Commander. If information on a news release is at odds with the ICS-209, try to double-check the information. If that isn't possible, go with the ICS-209. <li data-bbox="269 842 1203 1129">3. WFSA - Once a fire has escaped initial attack, the agency Fire Management Officer is required to complete a Wildland Fire Situation Analysis (WFSA). This document outlines the various options for suppressing the fire, along with the costs for each. This can be a valuable source of information on threats to resources and special considerations (such as Wilderness Areas) that will influence the decision on which tactics are used (and resources that are needed). <li data-bbox="269 1171 1203 1535">4. Incident Action Plans - You should also get a copy of the Incident Action Plan (IAP) from the incident each day (or sometimes twice daily). The IAP is a good source of information on who's who at the incident (division assignments, names and numbers for command and general staff, etc.). It will also include an analysis of the fire behavior expected for the next day and outline the plans for the next operational period. Finally, it generally includes a map of the incident which shows the different stages of line construction, division locations, etc. <li data-bbox="269 1577 1203 1822">5. Sit Reports - Situation Reports are produced on an interagency basis at all levels of the dispatch/coordination system (local, geographic area, and national), accessible via the internet. Reports from the centers above and/or below you, as well as from your neighbors/counterparts can be very useful in formulating a picture of the fire situation and level of resource commitment. 	

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<p>6. Weather Forecasts - Fire Weather forecasts from the National Weather Service are produced twice daily for each weather zone and are available via the internet. After a discussion of weather patterns/influences, the forecast will generally include specifics on the sky (clear, partly cloudy, etc.), temperature (highs and lows), relative humidity (maximum and minimum), winds, lightning activity level, and Haines Index for the next 24-48 hours. Although more general (and less reliable), forecasts also include short and long range forecasts. When combined with fuel moisture/National Fire Danger Rating System (NFDRS) indices and Remote Automatic Weather Station (RAWS) information (more on all of this later), this information will give you a good idea of the potential for fire activity in your area.</p> <p>7. Resource Status Information - Information on the status (availability or commitment) of firefighting resources can be obtained in several different ways. Many of the GACCs produce daily resource summaries of their aircraft, crews, engines, etc. and post them on the internet. You can also check with the other function desks and/or the supervisor/coordinator in the office to see what is committed and where there may be critical shortages. The Resource Ordering and Statusing System (ROSS) is also a great source of information.</p> <p>8. Briefings - If you have the opportunity, it's a good idea to sit in on briefings or conference calls involving Incident Commanders, agency fire managers, technical specialists (aviation, weather, and fire behavior) dispatch/coordination center managers. You can pick up invaluable information on emerging fire activity, resource commitments and planned releases, progress and/or problems on large fires, staging and/or preposition plans, and fire behavior/weather outlook.</p>	<p>01-09- -VG</p>
<p>G. Points of Contact</p> <p>1. Other desk functions within the local center (Initial Attack or Expanded) or GACC and the supervisor/Coordinator.</p> <p>2. Incident Management Team (IMT) members such as the Planning Section Chief, Situation Unit Leader, and Fire Information section.</p> <p>3. Agency Fire Managers, External Affairs Officers, and GIS specialists.</p>	

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<ol style="list-style-type: none"> 4. Intelligence sections at other offices or levels of the dispatch/coordination system. 5. Fire Weather Forecaster(s), GACC Meteorologists, and Fire Behavior Analyst(s). 6. Media representatives (to a small degree - they will usually deal with the Fire Information/External Affairs people). 7. Multi-Agency Coordinating (MAC) Group Coordinator. 	
<p>H. Main Duties</p> <p>We've already talked about the Intelligence role of gathering, analyzing, and distributing information. We've covered the main sources of Intelligence and listed the points of contact for obtaining and distributing information.</p> <p>Again, the goal is to support operational decisions by giving managers the information they need. So now let's talk about the main duties you'll be performing. They generally fall within the following functional areas:</p> <ol style="list-style-type: none"> 1. Collecting, analyzing, summarizing and distributing incident situation and resource status information. This would include such duties as: <ol style="list-style-type: none"> a. Preparing the Interagency Situation Report, resource status summaries, and tactical reports. b. Putting together materials requested by a supervisor/ coordinator, agency manager, or MAC Group. c. Preparing oral or written briefings to communicate information. d. Producing/maintaining Intelligence displays. e. Disseminating information via e-mail or through posting on the internet. 2. Assessing the potential for fire activity (both short and long term) by monitoring fuel and environmental conditions (often referred to as Predictive Services). Duties in this area would involve such things as: <ol style="list-style-type: none"> a. Maintaining station catalogs and entering/retrieving weather station data via the Weather Information Management System (WIMS). 	<p>01-10- -VG</p>

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<ul style="list-style-type: none"> b. Retrieving NFDRS indices from WIMS. c. Comparing weather and fuel conditions against historical fire occurrence data using the FireFamily+ software. d. Using climatology data, weather forecasts, fuel moisture information, and fire occurrence data to produce a potential assessment on a regular basis. 	
<p>I. Intelligence Products</p> <p>Some of these products are done on a daily basis, some are done only during certain preparedness levels (or monthly), and others are ongoing.</p> <p>Your involvement as a producer or reviewer of these products will vary, depending on the level of the organization at which you're working. For example, at the local level you would be responsible for the initial entry of information into the Situation Report program. At the GACC, you would be retrieving, reviewing, and editing (if necessary) the information entered by the centers in your area. At the NICC, you would be pulling the reports from the GACCs and using them to generate the Incident Management Situation Report (IMSR).</p>	<p>01-11- -VG</p>
<p>J. Food for Thought</p> <p>Maybe it's the title (Intelligence), or maybe it's all the computer programs we use and the different set of contacts we deal with, but many people seem to be intimidated by idea of performing the Intelligence function.</p> <p>If you've ever done any of these things in a dispatch office, you were actually performing the Intelligence function.</p>	<p>01-12- -VG</p>
<p>K. Required Knowledge/Skills</p> <p>Don't be intimidated by this list - most of these skills can be developed over time. At the entry level, familiarity with the Incident Command System (ICS) and Incident Management Team (IMT) organization and terminology is necessary. Also necessary is a basic understanding of fire weather, fire behavior, and fire tactics (topics that will be covered in a later unit of this course). Although dispatching experience is not necessary, an understanding of resource types and the ordering process is.</p>	<p>01-13- -VG</p>

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<p>L. Reference Materials Needed</p> <p>Hopefully, you'll be working in an office where these materials have already been developed and are readily at hand. If not, you'll need to seek them out or, in some cases, create them. Here a couple of fill-in-the-blanks SOP/checklist templates that may help.</p>	<p>01-14- -VG</p> <p>01-01- -HO 01-02- -HO</p>
<p>M. Briefing Information on Arrival</p> <p>Here is a list of items that you'll want to be briefed on when you arrive for your assignment. The handout (Initial Briefing Checklist) will help you to identify your points of contact, reference material locations, office equipment/systems, work schedule, etc. Some of the things you might want to think about when you get your resource order or arrive at the assignment are:</p> <p>Who are your customers? What are the names/numbers of your contacts? Who are the local agency managers and what are their phone numbers/electronic addresses?</p> <p>What are the duties and responsibilities of the Intelligence function in the office? What are the local GACC's requirements and time frames for retrieving/submitting intelligence information.</p> <p>What computer equipment, reference materials and guidelines (SOP, desk book), and display space are available to you?</p> <p>How will you interact and share information with the rest of the Dispatch staff, supervisor, and Fire Information function? Will the supervisor want situation updates? If so, how often?</p> <p>Will the Intelligence section need to expand in order to handle the workload? How many people will be needed and how will you divide up the workload? (Your supervisor will need to be involved in this.)</p> <p>The "Job List and Reminders for the Intelligence Section" included in your Job Aids should also help you to clarify your role and relationships within the local organization.</p>	<p>01-15- -VG</p> <p>01-03- -HO</p>

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<p data-bbox="212 247 584 283">N. Review of Objectives</p> <p data-bbox="263 321 885 357">Let's review what we've covered in this unit.</p> <p data-bbox="263 394 1182 611">By now, you should have a better idea of what the Intelligence function is all about. As you can see, it's much more than simply receiving and forwarding reports. You are a key source of information for other function desks, your supervisor, agency managers, incident personnel, and FIOs/media - be a good communicator.</p>	<p data-bbox="1243 247 1442 283">01-16- -VG</p> <p data-bbox="1243 321 1442 464">Review list and solicit responses from trainees.</p>